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Local Education Agency (LEA) E-Grants Security Assignments

(Includes School Districts, Special Education Cooperatives, and
Community-Based Organizations)

This form is submitted by the LEA Authorized Representative (AR) to

- Set up initial user accounts,
- Assign/reassign security role(s) to individuals who will access the E-Grants system on behalf of the LEA, and/or
- Inactivate a user's account.

The AR may submit the form electronically (green button at the bottom of the form), by fax (406) 444-1369, or by mail. A complete description of the E-Grant roles and access is provided on page two. If you have questions regarding this form, please contact the OPI Security Coordinator, Mary Graff, at (406) 444-3448. These security assignments will remain in effect until the OPI receives notice of a change.

LEA/Organization Name _____ LE Number _____

Authorized Representative (all programs)

Name _____ Email _____

Create new account for LEA Phone _____

If applicable, name of Authorized Representative account to inactivate:

Business Manager (all programs)

Name _____ Email _____

Phone _____

Create new account for Business Manager

If applicable, name of Business Manager account to inactivate

Check this box if you do not wish your Business Manager to receive the complete Business Manager role (data entry and financial data entry.) Please let us know what type of access you want to assign to your Business Manager. Role assignments can be found on the following page.

Authorized Representative must sign or type information below in order to process request.

With my signature below (typed or written), I certify the accuracy of the information submitted on this form.

Signature of Authorized Representative

Superintendent

Date _____

Other _____

LEA E-Grants Application Roles

For Grant Applications

Application View-Only Access

- This role has "read-only" access to review the LEA application. The role cannot save changes to the application.

Application Data Entry

- This role can enter data into the application. This role can complete all data entry and run the Consistency Check to ensure that the application is ready for review.

LEA E-Grants Financial Roles

For Cash Requests and Fiscal Close-Outs

Financial Data Entry

- This role can enter the Reimbursement Requests and Expense Reports data into E-Grants. This role can complete payment data entry and ensure that the requests are ready for review and approval by the Financial/Business Manager.

Financial/Business Manager (Authorized Approval Role)

- This role approves and formally submits the Reimbursement Request and Expense Reports to the OPI for review and approval. This role can also complete payment data entry.

Add additional users in the space provided below:

Instructions

- **Enter the full name, email address, and phone number for all individuals needing security access to E-Grants.**
- **Indicate whether the request is for a new account, a change to an existing account, or the closure of an existing account.**
- **If the request is for a new account or a change to an existing account, indicate the level of access needed and the program(s) for which the access should be granted. (Refer to page two for definitions of security roles.)**
- **Note: Only the official LEA Authorized Representative will be granted the AR security role.**

Name _____

Email _____

Inactivate user's account

Phone _____

Add/Change user's security roles [specify role and program(s)]

Application role:

(check one)

(check all that apply)

View Only Data Entry

ESEA/NCLB Consolidated

IDEA Consolidated

Application Data Entry

Title IV B – 21st Century CLC

21st Century CLC - Continuing

Title I A – School Improvement

Gifted & Talented

Title I Part C – Migrant Education

Carl Perkins - Secondary

Financial role:

(check one)

(check all that apply)

Financial Data Entry

ESEA/NCLB Consolidated

IDEA Consolidated

Financial/Business Manager

Title IV B – 21st Century CLC

21st Century CLC - Continuing

Title I A – School Improvement

Gifted & Talented

Title I Part C – Migrant Education

Carl Perkins – Secondary

Name _____

Email _____

Inactivate user's account

Phone _____

Add/Change user's security roles [specify role and program(s)]

Application role:

(check one)

(check all that apply)

View Only Data Entry

ESEA/NCLB Consolidated

IDEA Consolidated

Application Data Entry

Title IV B – 21st Century CLC

21st Century CLC - Continuing

Title I A – School Improvement

Gifted & Talented

Title I Part C – Migrant Education

Carl Perkins - Secondary

Financial role:

(check one)

(check all that apply)

Financial Data Entry

ESEA/NCLB Consolidated

IDEA Consolidated

Financial/Business Manager

Title IV B – 21st Century CLC

21st Century CLC - Continuing

Title I A – School Improvement

Gifted & Talented

Title I Part C – Migrant Education

Carl Perkins – Secondary

Name _____

Email _____

Inactivate user's account

Phone _____

Add/Change user's security roles [specify role and program(s)]

Application role:

(check one)

(check all that apply)

View Only Data Entry

ESEA/NCLB Consolidated

IDEA Consolidated

Application Data Entry

Title IV B – 21st Century CLC

21st Century CLC - Continuing

Title I A – School Improvement

Gifted & Talented

Title I Part C – Migrant Education

Carl Perkins - Secondary

Financial role:

(check one)

(check all that apply)

Financial Data Entry

ESEA/NCLB Consolidated

IDEA Consolidated

Financial/Business Manager

Title IV B – 21st Century CLC

21st Century CLC - Continuing

Title I A – School Improvement

Gifted & Talented

Title I Part C – Migrant Education

Carl Perkins – Secondary

Name _____

Email _____

Inactivate user's account

Phone _____

Add/Change user's security roles [specify role and program(s)]

Application role:

(check one)

(check all that apply)

View Only Data Entry

ESEA/NCLB Consolidated

IDEA Consolidated

Application Data Entry

Title IV B – 21st Century CLC

21st Century CLC - Continuing

Title I A – School Improvement

Gifted & Talented

Title I Part C – Migrant Education

Carl Perkins - Secondary

Financial role:

(check one)

(check all that apply)

Financial Data Entry

ESEA/NCLB Consolidated

IDEA Consolidated

Financial/Business Manager

Title IV B – 21st Century CLC

21st Century CLC - Continuing

Title I A – School Improvement

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